

# QSS Customer Education



## Welcome to the **QSSUG-sponsored** **Purchasing Tips & Tricks Webinar**

The **Purchasing Tips & Tricks** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate a variety of common and not-so-common purchasing tasks using the QSS/OASIS Purchasing software.

### **When is it?**

Tuesday, **November 15, 2016** from **10:00 am** to **12 noon** (Pacific).

### **Who might be interested?**

Purchasing Administrators and staff; Business Administrators and staff; Site Administrators and staff; Technical Support staff; other staff interested in learning more about the QSS/OASIS Purchasing software.

### **Why attend?**

The **Purchasing Tips & Tricks** webinar covers:

- Copying a Requisition/PO across fiscal years
- Attaching a document to a requisition
- Adding/replacing an account code and redistributing encumbrances using POCO
- Adding and reviewing PR and PO notes
- Changing or adding items to a requisition
- Using Advanced Search to look up a requisition
- Looking up a vendor
- Reviewing and approving requisitions waiting for approval
- Deleting a requisition line item
- Using the requisition “draft” option & creating a requisition from a draft to encumber funds

### **What does it cost to attend this webinar?**

- **Members** of the QSSUG PSFA Committee: no charge; **compliments** of the Committee.
- **Non-members** of the PSFA Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems**  
**867 American Street, 2nd Floor**  
**San Carlos, CA 94070**

If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Linda Crawford, [LCrawford@stancoe.org](mailto:LCrawford@stancoe.org) or Keri Pintches, [KPintches@orangeusd.org](mailto:KPintches@orangeusd.org)).

### **Will this webinar be recorded?**

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC “Help+Video” menu.